



Robin Hood Theater Reader Board

Reader Board Policies and Procedures

The Robin Hood Theater Reader Board in Old Town Sherwood is intended for posting City sponsored and non-profit events in Sherwood, which may include but not limited to organizations that the City partners with or provides in kind services or financial support.

Please contact the Event Coordinator at (503) 625 - 4251.

Posting a City Sponsored Event:

- All City sponsored organizations or partners wishing to post their event must submit a *Reader Board Request Form*.
- The reader board has 4 lines and 18 spaces within each line (including spaces between words).
- Reader board messages must be displayed a minimum of one full week, but may not be displayed longer than two weeks prior to the event.
- Reservations for posting an event need to be received at least one week prior.
- The Event Coordinator will determine how many and which side of the reader board the organization is allowed based on availability and upcoming events.



Reader Board Request Form

Today's Date _____

Applicant Name _____

Organization _____

Address _____

Phone _____ Fax: _____

Email _____

Date of event _____

Date requesting to post event _____

Requested Reader Board Wording

Line #1 _____ (18 spaces)

Line #2 _____ (18 spaces)

Line #3 _____ (18 spaces)

Line #4 _____ (18 spaces)

By signing this form you agree to the policies and procedures as stated in the 'Reader Board Policies and Procedures' attached to this form. Please maintain a copy of these policies for your records. Applicants will be notified by letter, stating approval of reader board use. If you have any questions, please contact the Events and Volunteer Coordinator at 503-625-4251. Application may be mailed, faxed or delivered to:

City of Sherwood
Attn: Event & Volunteer Coordinator
22560 SW Pine Street
Sherwood, OR 97140.
FAX: 503-625-4254

Signature _____

Date _____

For City Use Only

Application Received: _____ Application Approved: Y____ N____

Application Approval Sent: _____ Calendar Reservation Made: Y____ N____

Service Request Submitted : Y____ N____